



CITY OF ATLANTA

Job Announcement

HUMAN RESOURCES GENERALIST

STARTING SALARY: \$47,554*
Salary Grade: 24

Applications Accepted From: June 19, 2006 until Vacancies are Filled or Until June 30, 2006

Minimum Job Requirements

The competencies for this classification may be gained through a Bachelor's degree from an accredited institution with a major in HR Management, Public Administration, or a related field, and three years of professional human resources experience in at least two of the following functional areas: recruitment, selection (applicant assessment), test development, HRIS design or administration, classification and compensation, benefits, policy and planning, safety, diversity management, training, and employee relations. Equivalent combinations of training and experience will be determined under prescribed guidelines. No substitution will be allowed for a high school diploma or GED.

Distinguishing Features of the Classification:

The fundamental features of this classification are to perform advanced professional tasks in recruitment, selection (applicant assessment), testing, classification and compensation, training, employee relations, and/or other HR areas. Work involves the application of professional knowledge and personal judgment to a variety of administrative and technical HR issues. An employee in this classification works independently, with general supervision given on special assignments. Work is occasionally reviewed for results achieved. Major initiatives and problems that require advanced decisions and determination are subject to review and approval by a supervisor. Some positions may involve oversight or supervision of clerical or paraprofessional employees.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM MOST APPROPRIATE FOR THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.

All applicants hired must present an appropriate picture ID and have their social security number verified by the hiring department.

*Salary may be negotiable